

Bicester Town Council



Environment Committee Meeting

Ref: ENV05/2021

**Monday 25th January 2021 at 19:00hrs by Zoom
(please see Agenda for login details)**

Circulation: Town Mayor - Councillor Jason Slaymaker

Members:

Cllr Jason Slaymaker – **Chairman**, Cllr Zoe McLernon – **Vice Chairman**,
Cllr Nick Cotter, Cllr Harry Knight, Cllr Nick Mawer, Cllr Richard Mould, Cllr Robert
Nixon, Cllr Lynn Pratt, Cllr Les Sibley, Cllr Alex Thrupp

Other Circulation, Substitute Members:

Cllr Dan Hallett, Cllr James Metcalf, Cllr Dan Sames, Cllr Fraser Webster

Other Circulation:

Cllr Lawrie Stratford – OCC, Cllr Michael Waine – OCC, Cllr Tom Wallis – CDC,
Cllr Lucinda Wing – CDC, Bicester Library, Bicester Advertiser, Bicester Review,
Oxford Mail



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Monday 18th January 2021

Sir/ Madam

You are summoned to attend a meeting of the **Environment Committee** will be held on **Monday 25th January 2021 at 19:00hrs** on Zoom.

In line with the Coronavirus Act 2020 and subsequent regulations governing local authorities' meetings, the Council will be holding this meeting via the online video conference facility, Zoom.

To join the Zoom meeting follow this link: <https://us02web.zoom.us/j/82348973275>

Meeting ID: 823 4897 3275

Password: (to ensure online security it is recommended that meeting passwords are not publicised and are given directly to those intending to attend the meeting. Please therefore email enquiries@bicester.gov.uk for the password at least 24 hours before the scheduled meeting date). Telephone number to join by audio only: 0203 051 2874 (you will be prompted to enter the meeting ID and password before joining the meeting).

Samantha Shippen
Chief Officer

Agenda

All Council Meetings are open to the public and press, unless otherwise stated.

1. Apologies for Absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify the Chief Officer (samantha.shippen@bicester.gov.uk) prior to the meeting, stating the reason for absence.

2. Declarations of Interest

Councillors are reminded to declare any interests on any item on this Agenda in accordance with Bicester Town Council's Code of Conduct.

3. Minutes of the Environment Committee

To confirm the **MINUTES** and **RESOLUTIONS** of the following Environment Committee meetings: **Special ENV01/2021 – Thursday 29th October 2020** and **ENV04/2021 – Monday 30th November 2020**.

4. Public Session

In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda.

Time allocated shall not exceed 10 minutes. No member shall speak for more than 2 minutes.

5. Minutes of the Events Working Party

To confirm the **MINUTES** and **RECOMMENDATIONS** of the following Events Working Party Meeting: **BE05/2021 – Wednesday 13th January 2021**.

6. Tree Planting Consultation Review

The Committee is asked to consider the attached report.

7. Vehicle Replacement

The Committee is asked to consider the attached report.

8. Garth Park Opening Times

The Committee is asked to consider the attached report.

9. Football Training Fees Waiver

The Committee is asked to consider the attached report.

10. Forward Plan

The Committee is asked to review and comment on the Forward Plan.

11. Date of Next Meeting

Monday 22nd March 2021 at 19:00hrs

Minutes of the Bicester Town Council Special Environment Committee

A meeting of the **Bicester Town Council Environment Committee** was held on Thursday 29th October 2020 at 19:00hrs on Zoom.

Present:

Cllr Jason Slaymaker – Chairman
Cllr Zoe McLernon – Vice Chairman
Cllr Harry Knight
Cllr Richard Mould
Cllr Robert Nixon
Cllr Lynn Pratt
Cllr Les Sibley (joined at 19.04hrs)
Cllr Alex Thrupp

In Attendance:

Samantha Shippen – Chief Officer
Phil Evans – Service Manager
Julie Trinder – Administration Officer

1. 166/2021 Apologies for Absence

RESOLVED that apologies were received from Cllr Fraser Webster although it was noted that he is not a Committee member.

2. 167/2021 Declarations of Interest

RESOLVED that no declarations of interest were received.

3. 168/2021 Exclusion of Press and Public

RESOLVED that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

4. 169/2021 Lights Trail

The Chairman thanked the Service Manager and Administration Officer for the work they have done and encouraged all to support the virtual works planned for the festive period. The Chairman also thanked the Chief Officer for her support to the Service Manager and Administration Officer.

RESOLVED that Committee **AGREED**, with regret, to withdraw from arrangements for a Christmas Light Trail in 2020, postponing the plans until 2021.

5. Close of Meeting: 19.15hrs.

Minutes of the Bicester Town Council Environment Committee Meeting

A meeting of the **Bicester Town Council Environment Committee** was held on Monday 30th November 2020 at 19:00hrs on Zoom.

Present:

Cllr Jason Slaymaker – Chairman
Cllr Zoe McLernon – Vice Chairman
Cllr Harry Knight
Cllr Nick Mawer
Cllr Richard Mould
Cllr Robert Nixon
Cllr Lynn Pratt
Cllr Les Sibley
Cllr Alex Thrupp

In Attendance:

Samantha Shippen – Chief Officer
Phil Evans – Service Manager
Zara Sankey – Administration Officer

1. 216/2021 Apologies for Absence

RESOLVED that no apologies were received.

2. 217/2021 Declarations of Interest

RESOLVED that no declarations of interest were received.

3. 218/2021 Minutes of Environment Committee

RESOLVED to confirm the minutes of the Environment Committee meeting **ENV03/2021** held on – **Monday 28th September 2020 to be signed at a later date.**

4. 219/2021 Public Session

No members of the public were present.

5. 220/2021 Minutes of the Events Working Party

RESOLVED to confirm the minutes of the following Events Working Party **BE04/2021 – Wednesday 18th November 2020. Subject to the following amendment** – 7.c. Events Working Party Officers to correspond with the Bicester Chamber of Commerce and Bicester Vision to update on plans for the proposed Business Society Street Fair for the next meeting.

6. 221/2021 Play Area Update

RESOLVED that the Committee:

1. **NOTED** the improvements to the online play area map and play area listings;
2. **REQUESTED** that Officers amend the resident's consultation letter to include an option to retain the play area; include a dog exercise option for the medium sized sites; make clear that informal spaces and exercise proposals are without equipment and to confirm which residents will receive the letter;

3. **APPROVED** the methods and proposals for the play area closures. Require Officers to submit for **REVIEW** a summary of data and the final proposal including costs to the Environment Committee;
4. **APPROVED** the costs estimated at £12,500 for play area repairs as identified in RoSPA reports;
5. **AGREED** the projects budget request for £191,000 be forwarded to Policy Committee for inclusion;
6. **REQUESTED** that Cranesbill Drive play area be reviewed for improvements at a later date in the programme.

7. 222/2021 Litter and Dog Bins

RESOLVED that the Committee:

1. **NOTED** the Council's dog and litter bin provision across town;
2. **REQUESTED** that the Service Manager investigate recycling bin options at sites to be advised by councillors for submission to the Environment Committee prior to commencing the litter bin replacement;
3. **APPROVED** the preferred litter bin as the Glasdon Plaza in black and that the Bicester Town Council crest is added;
4. **APPROVED** the purchase of 90 litter bins for installation subject to the previous resolutions;
5. **REFUSED** the request for additional bins at Bowmont Square subject to review at such time as other bins are brought up to standard;
6. **APPROVED** the preferred dog bin as Glasdon Retriever 35 in red;
7. **APPROVED** the purchase of 60 dog bins;
8. **AGREED** that costs be met from the Green Infrastructure Earmarked Reserve and the 2021/22 budget to be adjusted accordingly. The request to be forwarded to Finance Committee for approval.

8. 223/2021 Pavilion Improvements

RESOLVED that the Committee:

1. **APPROVED** the purchase of defibrillators from Company A – Defib Shop and installation at a cost of £4,035 for the Bicester Town Council's Pavilions at Pingle Field and Bicester Fields to be funded from the Equipment Replacement/Maintenance Earmarked Reserve subject to approval by the Finance Committee. The Committee **REQUESTED** that for Sunderland Drive Officers seek funding from the FA Grant;
2. **APPROVED** the identified pavilion improvement costs which have been included in the draft budget for 2021/22.

9. 224/2021 Bicester Bowls Club

RESOLVED that the Committee **APPROVED**:

1. The external works from Company C - CP Decorating, at a cost of £550 to the Council be met from the 2021/22 budget;
2. The external door replacement by Company D – Bicester UPVC, at a cost of £3,401.71 to the Council;
3. That funding for the external doors be requested from the Finance Committee to be met by the Asset Maintenance budget within projects cost centre.

Cllr Zoe McLernon left the meeting at 20:18 and re-joined at 20:19

10. 225/2021 Garth Park Improvements

RESOLVED that the Committee:

1. **AGREED** the pathway improvements in sections 1,3,4 and 7 for inclusion in the projects budget for 2021/22, with additional works scheduled for inclusion in future budgets;
2. **APPROVED** the replacement of edging stones to the pond at a cost of £1,400 within 2020/21 budget;
3. **AGREED** that the lights in the pond not be replaced at present;
4. **APPROVED** the bench replacement process with benches in Garth Park being Oxford Blue and benches in the town being black.

11. 226/2021 Budget

RESOLVED that the Committee:

1. **APPROVED** the 2021/22 Environment Budget, subject to any required additional review;
2. **REQUESTED** that project funding be requested from the Finance Committee to be allocated to the Policy/Finance budget for the following items play areas, bins, defibrillators, doors, pathways, van and a wood chipper.

<u>Item</u>	<u>Cost</u> £	<u>From</u>
Play areas	191,000 +	Play Areas EMR
Bins	42,640	Green Infrastructure EMR
Defibrillators	3,398	Equipment EMR
Doors	3,401.71	Projects Asset Maintenance 2020/21
Pathways	55,500	Projects 21/22
Van	25,000	Equipment EMR
Wood chipper	11,000	Equipment EMR

12. 227/2021 RoSPA Inspections

RESOLVED that the Committee **NOTED** the report.

13. 228/2021 Forward Plan

RESOLVED that the following amendments be made to the forward plan:

1. **Wheelchair Swing:** review in January 2021;
2. **Garth Park Bylaws:** review in January 2021;
3. **Refurbishment Programme for Pavilions:** remove.

14. 229/2021 Date of Next Meeting: 25th January 2021

Close of Meeting: 21:18hrs

Minutes of the Bicester Town Council Events Working Party Meeting

A meeting of the **Bicester Town Council Events Working Party** was held on Wednesday 13th January 2021 at 19:00hrs on Zoom.

Present:

Cllr Richard Mould –(Chairman)
Cllr Nick Mawer
Cllr Lynn Pratt
Cllr Les Sibley

In Attendance:

Samantha Shippen – Chief Officer
Phil Evans – Service Manager
Zara Sankey – Administration Officer
Matt Birtles – Bicester Green Trustee
Leila Wilcox – Bicester Green Trustee
Janine Squires - OYAP
Donna Waterer – OYAP

In the absence of the Chairman, Councillor Richard Mould was elected chairman.

1. Apologies for Absence

RESOLVED that apologies were received from Cllr Zoe McLernon and Cllr Jason Slaymaker, Cllr Nick Mawer substituted for Cllr Jason Slaymaker.
Cllr Lynn Pratt's apologies were accepted until such time as she was able to join the meeting due to poor connection.

2. Minutes

Members **CONFIRMED** the **MINUTES** of meeting **BE04/2021 – Wednesday 18th November 2020** to be signed at a later date.

3. Markets Update

Members **NOTED** the report of market updates received from Tom Duckham (CDC) that:

- Markets are currently open for essential goods only;
- Bicester Market will continue with food produce only;
- Bicester Market Association are allowing free rent to traders whilst these current restrictions are in place.

4. Virtual Advent Calendar Report

It was **RECOMMENDED** that the 2021 virtual advent calendar be published through Facebook and promoted through the Council's website.
Members thanked the Officers for their work on this and commented that it was really good for external organisations who were involved.

Cllr Lynn Pratt joined the meeting at 19:08hrs.

5. Bicester Town Council 2021 Events Update

Members considered the costings for infrastructure for 2021 events.

It was **RECOMMENDED** that:

1. First Aid be awarded to Company A at a cost of £3,000 for seven events;
2. Security be awarded to Company D at a cost of £9,588.25 for seven events;
3. Toilets be awarded to Company K at a cost of £2,735 for four events;
4. Further negotiations take place in respect of Stage, Sound and Lighting with Company H to further reduce costs or otherwise the contract be placed Company G;
5. Officers seek clarity on deposits and cancellation costs should events be affected by Covid-19 restrictions.

6. Other Events

- a) **Business Society Street Fair** – no update was received from Bicester Chamber of Commerce or Bicester Vision.
- b) **Any other event updates** –
 - i) **OYAP** - has moved planned live sessions to be online following the Covid-19 restrictions. The sessions include art, drama, music and creative writing. They are working with Bicester primary and secondary Schools to promote skills and training for students. A comprehensive program is listed on the OYAP website and previous online content is available to watch through their Facebook page.
 - ii) **Bicester Green** – Trustees, Matt and Leila were welcomed by members to the meeting. The Chief Officer advised that following discussions with Bicester Green there is an intention for them to work closely with BTC Officers on involvement in future events. Officers will also share and promote the online survey for the proposed Eco-Hub on Sheep Street to gain opinions from volunteers, existing and potential customers, to understand how the move would best serve the community.
 - iii) **Women's Cycle Tour** - the Chief Officer advised that following the postponement of the 2020 race in June 2020 due to the Covid-19, the rearranged Women's Tour is planned to take place in June 2021. Bicester will host the Grand Départ (Stage One) Monday 7th June 2021. Members **RECOMMENDED** that Officers promote opportunities for local businesses and groups, such as Bicester Green, to be included in the plans for the event (subject to Covid-19 restrictions).

7. Forward Plan

RESOLVED to:

1. **ADD** the Women's Cycle Tour;
2. **REMOVE** the Business Society Street Fair.

8. Date of Next Meeting: Wednesday 10th March 2021 at 19:00hrs.

Close of Meeting: 19:38hrs

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Monday 25th January 2021

Tree Planting Consultation Review

Chairman: Councillor Jason Slaymaker

Telephone: 07512 902386 jason.slaymaker@bicester.gov.uk

Phil Evans – Service Manager

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: West Ward

1. Background

- 1.1 In July, the Committee requested that the local residents be consulted regarding the potential of a tree being planted on the open space in Shelley Close; and in addition, the tree in Trefoil Drive play area be replaced.

2. Shelley Close

- 2.1 A resident of Shelley Close approached the Council in December 2019 to request that trees be planted on the green near their house.

- 2.2 Ten residents in Shelley Close were contacted. the responses were as follows:

- Three in favour of the tree being installed;
- Three against the tree being installed;
- Four did not respond.

3. Trefoil Drive

The Outdoor Team replaced the dead tree with a Prunus subh 'Autumnalis Rosea'.

4. Recommendation

The Committee is recommended to:

1. **DECLINE** the request of the tree being planted at Shelley Close. As it does not have universal support of the local residents.
2. **NOTE** the planting of the tree in Trefoil Drive.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Monday 25th January 2021

Vehicle Replacement

Chairman: Councillor Jason Slaymaker

Telephone: 07512 902386 jason.slaymaker@bicester.gov.uk

Phil Evans – Service Manager

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: all

1. Background

- 1.1 The council's Vauxhall Combo 2000 CDTi 16v is now 16 years old and it was the opinion to get as much use out of vehicle as possible before it would ultimately need replacing.
- 1.2 The Vauxhall Combo 2000 CDTi 16v had its scheduled MOT on the 5th January – the initial repairs costing £576 were authorised to ensure operations for the outdoor team could continue. However, the company that completed the MOT strongly recommended removing the vehicle from service.
- 1.3 Bicester Town Council are favouring seeking an electric vehicle replacement.

2. Vehicles for consideration

- 2.1 Nissan Acenta (preferred and used by CDC)
List price from £20,005 (ex VAT)
Load space up to 4,300 litres
Payload 542-703kg
Range 124-187 miles



- 2.2 Renault Kangoo
List price £23,472 (ex VAT)
Load space 3,000-4,000 litres
Payload 650kg
Range 51-161 miles



2.3 Citroen Berlingo

List price £15,577 (exl VAT)

Load space 3,300 litres

Payload 636kg

Range 106 miles



3. Bicester Town Specification

3.1 Electric Van

Electric Battery; To be 40kWH and have a range of around 170 miles on a full charge.
Chargeable Cable to mains kit

3.2 Cab

Driver and passenger air bags;
Power operated front windows;
Power operated and heated exterior mirrors;
Integrated Sat Nav system.
Firewall separating cab from load space.

3.3 Body

Sliding side doors to nearside and offside unglazed;
Unglazed rear doors;
Minimum payload of 500kg;
Cargo area approx. 2m length x 1.2m width;
Ply lining to rear. Keep the original mat in good condition.

3.4 Additional fitments and accessories

First aid kit fitted in cab;
Fire extinguisher 2.0kg dry powder fitted in cab;
Reverse park sensors activated when engaging reverse gear;
Front floor mats;
1 x LED lamp fitted to loading area of the van at the bulkhead with light facing rearwards operated by a switch in the cab;
900mm approx. LED Beacon Bar fitted to roof of van towards the rear –
Reverse park sensors activated when engaging reverse gear;

3.5 Colour

Manufacturer's standard White gloss.

3.6 Signs

First aid kit fitted in cab;
Fire extinguisher 2.0kg dry powder fitted in cab;
Installation of Bicester Town Council logo (both sides) – supplied by BTC

4. Justification

- 4.1 The Acenta has the best customer feedback rating and delivers on our specifications listed above, it has slightly more load space and can cover more distance than the Kangoo per charge.
- 4.2 The Kangoo is the top selling vehicle and the feedback is also very good it also delivers on our specifications listed above.
- 4.3 The Berlingo is some way behind the rating from the above two vehicles and supported by a few recalls regarding idling features. the mileage per charge is nearly 50% less than the Acenta and Kangoo.

5. Financial

- 5.1 The price for the Nissan Acenta ranges from £20,005 and is cheaper than the Kangoo, we have budgeted £25,000 on Projects/New Machinery (110/4100).
- 5.2 Although it is unlikely that we will pay list price there is a £3,000 difference as it stands between Acenta and the Kangoo.
- 5.3 We would look to brand the vehicle in line with all other BTC vehicles and install an electric charge point which is an additional £1500 approx.
- 5.4 There could be part exchange potential to offset against the purchase alternatively we would receive the sell on value or worst-case scrap value.
- 5.5 There is also a grant that can be claimed for the charge point installation (£350 approx)

6. Recommendation

The Committee is recommended to

- 1. The Committee is recommended to **APPROVE** the specification requirements for vehicle use.
- 2. The Committee is recommended to **CONFIRM** the preference from the listed vehicles.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE REPORT

Monday 25th January 2021

Garth Park Closing Hours

Chairman: Councillor Jason Slaymaker

Telephone: 07512 902386 jason.slaymaker@bicester.gov.uk

Phil Evans – Service Manager

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All

1. Background

Following several reports from Outdoor Team members and discussions with Councillors a review of park opening hours has been undertaken.

2. Current Open/Close times of Garth Park

The standard Garth Park opening times are:

Monday to Sunday

Summer (April 1st to September 30th)

Open 07:30 – Close 21:00

Winter (October 1st to March 31st)

Open 07:30 – Close 17:30

3. Proposal

Proposals for closure must reflect the office open hours as a minimum

Month	Sunset	Proposed Mon to Fri	Proposed Sat to Sun
January (winter)	16:00	17:10	16:00
February (winter)	17:00	17:10	17:00
March (winter)	17:45	17:10	17:00
April (summer)	19:30	19:00	19:00
May (summer)	20:30	20:00	20:00
June (summer)	21:00	21:00	21:00
July (summer)	20:00	20:00	20:00
August (summer)	19:45	19:00	19:00
September (summer)	18:45	18:00	18:00
October (winter)	17:30	17:10	17:00
November (winter)	15:45	17:10	15:00
December (winter)	15:45	17:10	15:00

4. Recommendation

The Committee is recommended to **APPROVE** the change to the Garth Park closing times.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE

Monday 25th January 2020

Football Training Fees Waiver

Chairman: Councillor Jason Slaymaker

Telephone: 07512 902386 jason.slaymaker@bicester.gov.uk

Contact Officers: Samantha Shippen – Chief Officer

Telephone: 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All wards

1. Background

- 1.1 Councillor Richard Mould has requested that the Committee consider a waiver of fees levied in summer/autumn of 2020 in respect of use of Council facilities for football training. This report is based upon Councillor Mould's request.
- 1.2 As Councillors will be aware at the start of the COVID19 pandemic in March all grassroots sport was suspended. This meant no matches or training could be undertaken. This situation continued until July 2020.
- 1.3 The lack of formal exercise throughout this period can have lasting effects on our young people and affected the clubs and their coaching staff. The clubs approached Town Councillors for permission to use the pitches on the various sites and asked if the pre-season training could be free of charge as this would assist in getting training back into action quickly and would greatly assist clubs' finances.
- 1.4 The booking system for pitches generates invoices for usage which Officers have produced prior to this request being considered by the Committee. We now need to formalise this requested arrangement to suppress these invoices. The suspension of fees for training would only be suspended for the pre-season training by clubs ahead of the 2020/21 matches commencing.
- 1.5 The loss of income associated with action is £1,104.17 excl VAT. Councillors will be aware that the council waived rent payments to both the Tennis and Bowls Clubs in the first part of the year.

2. Recommendation

The Committee is recommended to **AGREE** to waive the booking fee for pre-season football training for the 2020/2021 season only.

BICESTER TOWN COUNCIL ENVIRONMENT COMMITTEE FORWARD PLAN

Monday 25th January 2021

Date/ Item/ Comment

1. January 2021: Wheelchair Swing: Referred to Mayor Cllr Jason Slaymaker
2. January 2021: Garth Park Bylaws
3. March 2021: Bus Shelters